

10.7

25X1A

#0123/66
Copy 20 of 21

7 June 1966

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MEMORANDUM FOR: [REDACTED] Control Officer/OSA
Control Officer/OSI
Control Officer/OEL
Control Officer/ORD
Control Officer/OCS
Control Officer/OSP
Control Officer/FMSAC

SUBJECT : [REDACTED] Control Officer Functions

REFERENCE [REDACTED] dated 3 March 1966
Same Subject

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1. In order to facilitate the processing of [REDACTED] Access Approval Requests (Form 2018a) the following procedures are set out as supplementary guidance to that previously provided in reference.

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2. Whenever a Form 2018a is prepared the [REDACTED] Control Officer should include in the space provided for justification the name of the responsible senior individual who is making the request, e.g., "access requested by John Jones, DIR/ABC." The [REDACTED] Control Officer will continue to sign in the space set aside on the form for the requestor.

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3. Where the need-to-know justification, in order to be meaningful, requires going into operational details to such an extent that inclusion on the Form 2018a would be in itself a needless breach of the principle of compartmentation, the [REDACTED] Control Officer should include such justification as a separate attachment along with a specific request on the routing slip that the additional justification not be processed beyond the need-to-know approval level.

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4. Where access is being requested for an individual as a replacement the [REDACTED] Control Officer should include a statement that the former incumbent has been or will be debriefed, or, if retention of access is desired, that appropriate action to this effect is being taken.

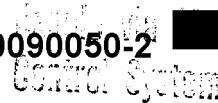
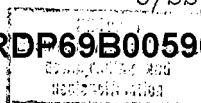
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